

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

### Class Title: **SAFETY OFFICER**

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Jurisdictional Class: **Competitive**  
Date Adopted: **November 2003**  
Date Revised: **June 2007**  
Jurisdictions: **County**  
Union Status: **CSEA**  
Pay Grade: **13**

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**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning and implementing a comprehensive safety program, including developing standards for the protection of employees and the public use of municipal-owned properties and facilities for which they are responsible. The incumbent also inspects facilities, the work and/or use processes and for the identification of hazardous and potentially hazardous conditions and in the elimination of such conditions. Incumbent must respond to Safety, Weather & Hazardous Emergencies. The work is performed under general supervision of the Director and/or Deputy Director of the Emergency Management Office. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Assists in developing and/or implementing Safety Programs, Policies and/or Procedures set by County, State or Federal regulatory requirements (*Example: OSHA & PESH*);

Responds to all Weather Related or Hazardous Emergencies within the County as directed by the Director or Deputy Director of Emergency Management Office;

Plans and/or may conduct training classes to County, Town, Village or School Employees;

Monitors Safety Programs to ensure compliance with Federal, State or other mandated safety laws and regulations;

May inspect or assist with inspections of County facilities and equipment and the work environment (such as noise, air quality, electrical hazards, etc.) to identify hazardous conditions and take corrective action when necessary;

Conducts ergonomics assessments of work locations and makes recommendations for change;

Monitors hazardous materials and ensures Material Safety Data Sheets (MSDS) are available;

Investigates complaints regarding County Health & Safety issues;

Investigates all Employee work related accidents;

Investigates all accidents on County owned or operated Property pertaining to the Public and get other agencies involved as needed;

Coordinates with Workers Compensation, Physicians, Personnel Officer and the Employee regarding return to work, rehabilitation needs and/or accommodations;

Maintains records on employee training, accidents, MSDS (Material Safety Data Sheets), sampling results, hazardous exposures and corrective actions;

May provide safety training and consulting services to all Municipalities within County;

Serves as Chairperson of the County Safety Committee.

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of the principles and practices of safety plans and programs as would relate to county operations; Ability to coordinate and administer a continuing program of safety information and training; Ability to make investigations, analyze findings and implement with corrective action; Ability to establish and maintain a record system for safety control; Ability to communicate effectively

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both orally and in writing; Working knowledge of pertinent sections of the Occupational Safety and Health Act standards and regulations as well as pertinent rules and regulations of New York State departments; Working knowledge of NYS Workers Compensation laws; Ability to develop and implement programs; Ability to recognize hazards and health risks; Good knowledge of computer office systems (Excel, Word, etc.).

#### **MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in Engineering, Industry Safety or Occupational Safety, Public Administration or a related field with at least one (1) year of experience in an Occupational Safety position; **OR**
- (B) Graduation from high school or equivalent with at least four years of military service with a minimum of (2) years in the Occupational Safety area or equivalent position; **OR**
- (C) Graduation from high school or equivalent and a minimum of five (5) years experience in an Industrial/Occupational Safety, two of the years must have been in a leadership or supervisory position with some safety type certification(s); **OR**
- (D) An equivalent combination of education and experience as defined by the limits of the above.

**NOTE:** Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

**SPECIAL REQUIREMENT:** This class requires extensive travel. Incumbents will be required to possess a valid, New York State Motor Vehicle operator's license.